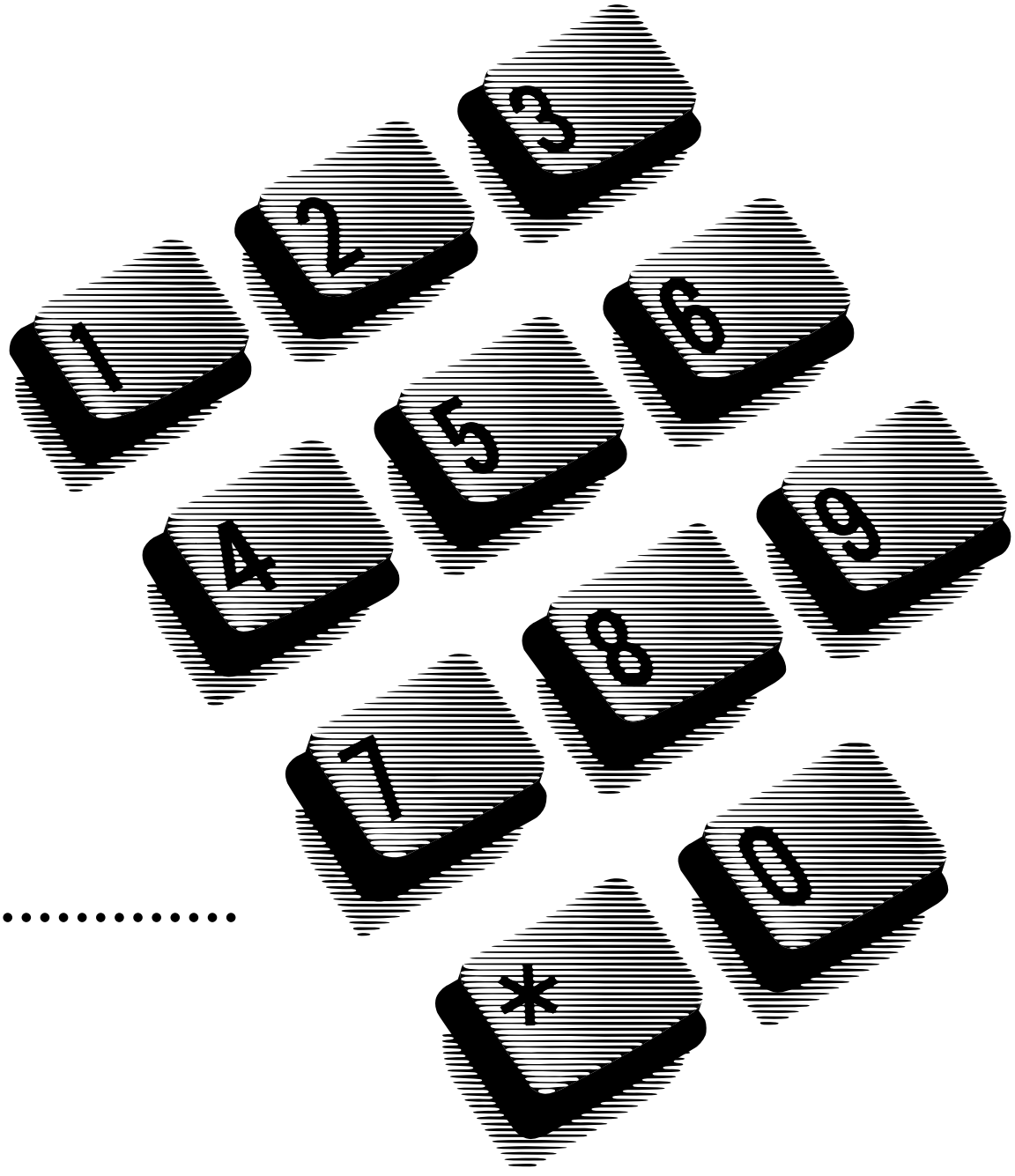
NORTEL NORSTAR

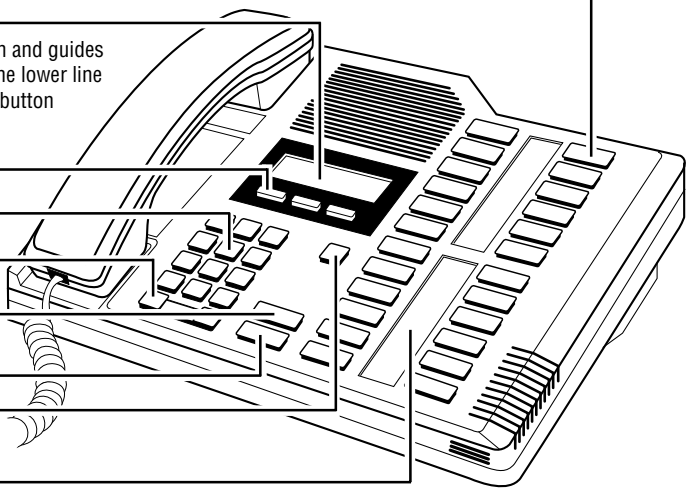
M7324
Telephone
User Card



Your Norstar M7324 telephone

Memory and line buttons
are buttons with indicators for one touch dialing, feature operation or line access.

Display
shows the time, date, call information and guides you while using Norstar* features. The lower line of the display is reserved for display button instructions.



Display buttons

Dial pad

Volume control

Feature button
starts or ends a feature.

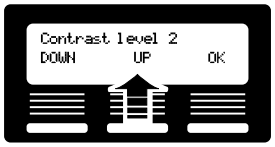
Hold button

Release button
cancels active calls.

Indicators
appear beside active lines and features.

Using display buttons

Display buttons change with each feature you use. The labels for display buttons appear in capital letters directly above them on the second line of the display. A display button with an "OK" label above it is represented as OK in this card.



Button inquiry

Confirm that your memory and line buttons have the correct snap-on caps by checking their programming.

1. Release all calls or open lines with dial tone.
2. Press [Feature] [*] [0].
3. Press the button(s) you want to check and read the display.
4. Press [Feature] when finished.

Adjusting display contrast

1. Press [Feature] [*] [7].
2. Press UP or DOWN for the level you want.
3. Press OK when finished.

Selecting a ring type and volume level

1. Press [Feature] [*] [6].
2. Press [1], [2], [3] or [4] to hear the different types of rings.
3. While the telephone is ringing, press [softer] [louder] to adjust the volume.
4. Press OK to store the ring.

Important: All M7324 telephones Release 10 (REL 10) and higher comply with the Americans with Disabilities Act (ADA). See the label on the bottom of the telephone for the Release marking.

* Meridian and Norstar are trademarks of Northern Telecom.

Making calls

About line buttons

Norstar systems can have different types of line buttons. Match the line buttons on your telephone with the ones below for instructions on how to use them.

Intercom

Line 1

Internal calls using Intercom buttons

1. Pick up the receiver.
2. If ▶ appears beside an Intercom button, then dial.
   OR
   Press an Intercom button without ▶, then dial.

External calls using numbered Line buttons

1. Pick up the receiver.
2. When ▶ appears beside a numbered Line button, then dial.
   OR
   Press a numbered Line button without ▶, then dial.

Note: Internal numbers are supplied by your system coordinator.

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Internal calls using extension buttons

1. Pick up the receiver.
2. When ▶ appears beside an extension button, then dial.

External calls using extension buttons

1. Pick up the receiver.
2. When ▶ appears beside the extension button, then dial 9 (or your system's external line access code) and the number.

Hold

Holding Calls

1. Press Hold . The ▶ flashes beside the line on hold.
2. Press the line button with the flashing ▶ to return to the call.
   Check the display for confirmation or additional information.

Automatic hold

Calls are put on hold automatically when you switch from one line to another.

Handsfree Mute

This button operates the telephone's built-in microphone and speaker in place of the receiver. Your System Coordinator can program Handsfree to your telephone.

Making calls

1. Press Handsfree Mute instead of picking up the receiver.

Switching between Handsfree and handset

1. Press Handsfree Mute and replace the handset to switch to Handsfree.
2. Pick up the receiver to switch back.

Using Mute

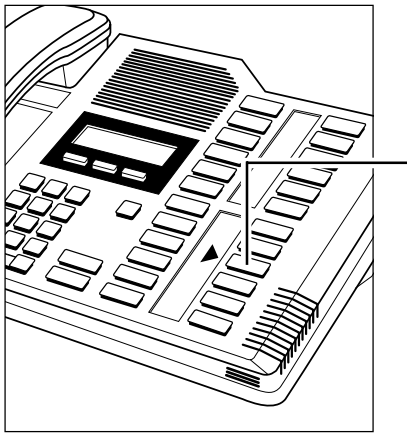
1. Press Handsfree Mute to turn the microphone OFF.
2. Press Handsfree Mute again to turn the microphone ON.

Dialing without lifting the handset

1. Press a line button without ▶, then dial your call.
2. When answered, pick up the receiver, or press Handsfree Mute.
3. If the call is not answered, or the line is busy, press Rls.

Programming memory buttons

About memory buttons



Memory buttons are the buttons with indicators other than line or Handsfree buttons. Memory buttons store telephone numbers or feature codes to give you one touch dialing or feature activation. You can change what a memory button does by just programming it with a new number or feature.

If you have programmed a memory button with an internal number the indicator comes on when the number is busy.

Remember: Press Feature * 0 to check a memory or line button.

Programming memory buttons

External autodial

1. If on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press a memory button.
4. Dial the external number.
5. Press OK to store the number.
6. Label your new button.

Internal autodial

1. If on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 2.
3. Press a memory button.
4. Dial the internal number.
5. Label your new button.

Features

1. If on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 3.
3. Press a memory button.
4. Press Feature and the feature code.
5. Label your new button.

Erasing memory buttons

1. If on a call or an open line with dial tone, press Hold or Rls.
2. Press Feature * 1.
3. Press the memory button you want to erase.
4. Press OK to erase the button.